AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-20-Re Advertisement

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Human Resources Clerk** in the Management Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO:	**All interested candidates.**
POSITION:	Human Resources Clerk; FSN-305-06 HYA-540002 (Personal Services Agreement)
OPENING DATE:	September 13, 2010.
CLOSING DATE:	September 27, 2010.
WORK HOURS:	Full-time; 40 hours/week
SALARY:	**Not Ordinarily Resident:** Grade: FP-08* **Ordinarily Resident**: Grade: FSN-06** *Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

BASIC FUNCTION OF POSITION

- Ensures that all personnel forms and attachments are

complete, internally consistent, and in compliance with information available in Human Resources Office records;obtains additional or corrected information as necessary.

- Prepares WGI actions after obtaining Performance Evaluation Reports and Work Requirements Statements for supervisor's review and Management Officer's signature.
- Arranges, sorts, and files HR-related papers/documents including copies of position descriptions in folders/binders, as appropriate. Establishes folders for all new locally hired employees.
- Screens medical claim forms submitted by employees for required information, insures that required reports are attached and processes these claims for reimbursement by the insurance company.
- Assists the HR Supervisor in processing SIV and awards nominations including Extra Mile Award, Safe Driving, Length of Service, and other incentive awards.
- Provides Management and clerical support for Human Resources Section. Drafts/types miscellaneous routine correspondence pertaining to wide range of personnel related subjects including cables, announcements, Office Memorandums, letters, reports, staff notices, statements, and different kinds of lists, etc. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

- Completion of college degree is required
- One year of related or equivalent USG experience, HR work experience, or experience in a closely related field is required.
- Good working Knowledge of English and of Hindi or Telugu is required.
- Must have good working knowledge of general office operations and procedural requirements pertaining to functions performed in USG or in an HR Office.
- Must have the ability to type, use a computer and draft/generate reports. Also must have the ability to maintain confidentiality and deal effectively, tactfully and discretely with a broad cross-section of people.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

1. **Application for Employment**, Form HR-01 available on website
    http://hyderabad.usconsulate.gov/jobopportunities.html

2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

U. S. Consulate General
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert "HYD-10-20 "(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in
    14 FAM 511.3 (1), who is at least age 18, and who, in either
    case, is on the travel orders of a US citizen Foreign or
    Civil service employee or military service member permanently
    assigned to or stationed at a US Foreign Service post or
    establishment abroad and under Chief of Mission authority.

2. Member of Household (MOH): Foreign born spouses, dependent
    children, unmarried partners of the same and opposite sex,
    parents, other relatives or adult children declared to the
    Chief of Mission who fall outside the Department's current
    legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a
    citizen of another country who has shifted the main residency
    focus to the host country and has the required work and/or
    residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen
    EFMs and family members of FS, GS, and Military Personnel who
    are on the travel orders and under Chief of Mission
    authority, or other personnel having diplomatic privileges
    and immunities.

**NOTE: ALL ORDINARILY RESIDENT EMPLOYEES ARE COMPENSATED IN
ACCORDANCE WITH THE MISSION LOCAL COMPENSATION PLAN. FOREIGN
NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID
WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS
WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

All applications for the Subject announcement must be received
in the Human Resources Office by close of business **September 27,
2010.**

Cleared by: MGT - DMcCullough
Drafted by: HR – VSaradhi

AN EQUAL OPPORTUNITY EMPLOYER